


**2021 CBOE HEARING REQUEST**  
**Residential and Personal Property**

PLEASE RETURN THE NOTICE OF DETERMINATION, COMPLETED AND SIGNED PETITION TO COUNTY BOARD OF EQUALIZATION, AND THIS CBOE HEARING REQUEST. ALL HEARINGS WILL BE HELD IN PERSON AT 200 W. OAK STREET, FORT COLLINS, CO

Property Owner Name: \_\_\_\_\_

 Agent Name (if applicable): \_\_\_\_\_

*(A letter from the property owner to designate an agent must be submitted with the Hearing Request.)*

Schedule/Parcel Number: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Dates/Times you (or your agent) are **UNAVAILABLE**: \_\_\_\_\_

**Scheduling** of hearings begins July 1 through July 15, 2021 for Real Property and July 1 through July 20, 2021 for Personal Property. All hearings will be **conducted in person** July 15 through August 5, 2021, in accordance with C.R.S. 39-8-101.

**Scheduling a hearing:**

- **If you wish to specifically select your hearing date and time, you must appear in person at the Larimer County Recording Department (200 W Oak St, Fort Collins), with your Notice of Determination, completed and signed Petition to County Board of Equalization, and the CBOE Hearing Request. Otherwise a date and time will be assigned for you.**
- By mail to: County Board of Equalization at P.O. Box 1280, Fort Collins, CO 80522
- By email at: [cboeadmin@larimer.org](mailto:cboeadmin@larimer.org)

When scheduling by mail or email, a date and time will be assigned for you. We are not able to schedule hearings with requests made by phone or fax.

**Due to statutory deadlines, hearings cannot be rescheduled. If you fail to appear for any reason, the hearing will proceed, a decision will be made, and you will be notified of further appeal options.**

**Documents to be submitted when scheduling a hearing:**

- All Notice of Determinations (if the appeal includes multiple properties)
- Completed and signed Petitions to County Board of Equalization
- CBOE Hearing Request (and, if applicable, a letter from property owner to designate an agent)
- Evidence to be presented in support of your position.

**Deadlines to submit documents:**

- **Real Property** (vacant/improved land, residential homes, and commercial buildings) **must be postmarked, dated and time stamped if by email, or delivered in person to our office by 5:00 p.m., on July 15, 2021.**
- **Personal Property** (furnishings, machinery, office equipment, etc.) **must be postmarked, dated and time stamped if by email, or delivered in person to our office by 5:00 p.m. on July 20, 2021.**

**Hearing Notices**

Hearing notices will include the date, time, and location of your hearing and will be delivered by mail and by email.

- **If scheduled by mail** - Notice will be mailed to the address on the NOD and to the email address provided on the Hearing Request. Please provide an alternative address if you do not want the notice mailed to the address on your NOD.
- **If scheduled by email** - Notices will be electronically mailed using the originating email address and to the email address provided on the Hearing Request, if one is provided.
- **If scheduled in-person** - Notice will be provided to you at the time of delivery of the documents to our office.

If you do not receive your hearing notice within one week from submission, please call **970-498-7838** or email us at **[cboeadmin@larimer.org](mailto:cboeadmin@larimer.org)**.

**To ensure you are scheduled for a hearing for the date and time most convenient for you, please return your documents early. Hearings are scheduled on a first-come, first-served basis.**

For further information, please refer to the accompanying pamphlet, visit our website and view the videos at <https://www.larimer.org/clerk/recording/boe>, call **970-498-7838**, or email at **[cboeadmin@larimer.org](mailto:cboeadmin@larimer.org)**.